

Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting AD/RR

DATE: 8 December 1952

FROM : Chief, D/E

SUBJECT: Monthly Report for November, 1952

Attached is the Monthly Report of the Economic Defense
Division for September, 1952.

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Attachment:
D/E Monthly Report

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II. OFFICE OF THE CHIEF, GEOGRAPHIC RESEARCH

A. Selected Activities

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

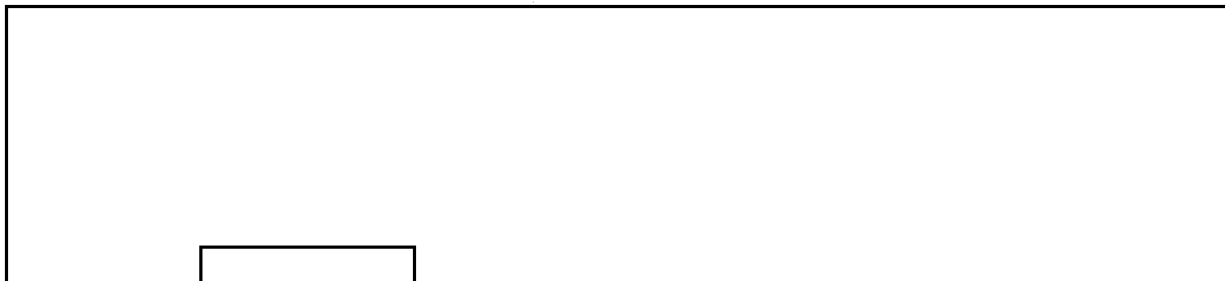
2. The Chief, Organization and Methods Services called a meeting during November of top supervisors and administrative officials concerned with graphics production facilities in the CIA. In his report to this group he recommended that these graphics facilities be consolidated within the Cartography Division. In principle most participants in the meeting agreed on this recommendation but perceived certain difficulties in practice. The attitude of ORR and the Cartography Division in regard to this problem was set forth in a report drafted by the Chief, Geographic Research, to the Chief, Organization and Methods Services.

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4. Final review and approval was given by the Chief, Geographic Research, to the results of the classification survey of all components of the Geographic Area, with the exception of the Editorial Staff within the Geography Division and the Graphics Branch within the Cartography Division. Decisions regarding the classification structure of these excepted components will be made subsequent to classification review of D/R and a decision regarding the organizational structure of graphics production facilities in the Agency.

B. Problems

1. Possibly the most acute problem within the Geographic Area is the dearth of typists and clerk-stenographers on duty. The T/O in this respect has never been filled and several incumbents have been lost either permanently through transfer or resignation or temporarily through maternity leave. Under these conditions, and also because of higher priority work, there are unavoidable delays in submitting completed NIS manuscripts to D/B, much to its displeasure. Final preparation of other higher priority reports is suffering from this lack, analysts are seriously handicapped in the preparation of initial manuscript drafts and efficiency

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[redacted] is being affected. It is recognized that OAD/RR is doing its utmost to rectify this situation.

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2. Considerable effort was spent in determining the extent to which the Aeronautical Chart and Information Center and the Army Map Service are involved in attempts to provide accurate control in the Soviet area for possible use in tying in air photo reconnaissance. The information obtained to date is not promising.

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C. Problems

1. The administrative and operational problems facing the Geography Division are frustrating questions that face all research components, namely the lack of typing and stenographic assistance, delays in clearance of personnel, difficulty in obtaining promptly some requested translations, and the shortness of inter-library loan privileges particularly in regard to the foreign language publications.

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V. CARTOGRAPHY DIVISION

1. Cartographic and graphics production for the reporting period was normal, although it featured a somewhat higher percentage of crash-type projects. Some internal reorganization required the transfer between components of a few individuals. A serious problem is the lack of on-the-job draftsmen within the Development and Construction Branch. In this regard, however, all vacancies of this category, except for one, have been filled by name actions of which three are currently on duty in a training status and the others are in advance stages of processing. Full staffing of the Development and Construction Branch is vital in order to reduce the amount of overtime presently concentrated in the Drafting Section.

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2. Cartographic Effort

b. The number of requests for cartographic aid support, which is centered in the Development and Construction Branch, increased markedly during November and it has, therefore, been necessary to temporarily detail four professional cartographers to that Branch for the purpose of reducing the excessive workload in the Drafting Section. In addition to the preparation of the individual drawings for the regular maps, the Drafting Section prepared a special chart for DCI, corrected two wall maps for the Director of South East Asian Affairs/State, duplicated 16 charts originally prepared for NSC and prepared numerous

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small-scale charts and drafts for OPR and other Offices within the Agency. A sizeable project entailing the construction of approximately 70 charts was accepted from D/A for completion by this staff.

c. From the above it is obvious that the Development and Construction Branch must establish the proposed Cartographic Aide Section as soon as possible, since these types of requirements conflict seriously with routine drafting.

3. Graphics Support

a. In addition to the completion early in November of the 13 charts requested by NSC for briefing the President-Elect, the Graphics Branch completed 13 additional charts for various parts of the Agency by the end of the reporting period. Four of these were large full-color charts for the Personnel Office to illustrate the Career Service Program, five were charts prepared for Management to illustrate one of their surveys, and a series of five Top Secret charts for Procurement were finished to illustrate a top-level presentation to the Department of Defense.

b. It would be desirable to have a decision as soon as possible regarding the proposal for consolidation of graphics production facilities within the Agency. Pending such decision the Graphics Branch is unable to plan into the future.

4. Special Support

a. The Special Support Branch completed 9 items of work and accepted 12. This represents a slight decrease in the number of items, but it should be noted that one person from the staff was detailed full time to the OGI Situation Room during the entire period.

b. The Branch was informed that it could expect to be assigned new quarters within the general OGI area. Tentatively proposed space was necessarily rejected as unsatisfactory.

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Office Memorandum • UNITED STATES GOVERNMENT

TO : AD, RR

DATE: 5 December 1952

FROM : Chief, D/I

SUBJECT: Monthly Report - November 1952

1. Production

a. Project Planning.

See report for October 1952.

b. Other Research Activities.

At the request of D/A, several of the branches did additional work on NIE 65 not originally assigned to the Division. This work included an appraisal of Soviet production capacity and its expansion, a regional break-down of Soviet production from 1939 to 1951, and an evaluation of trade statistics compiled by S/TF.

Five branches made contributions to the WSEG study on "Input Requirements of Selected Military Items" (ORR Project .7). The project has been completed and forwarded through channels.

The Industrial Projects Branch coordinated contributions to (1) an analysis of the volume and character of Trans-Siberian Railway traffic, [REDACTED] project for DDP, (3) an evaluation of DRC and REG reports, (4) comments on the effect of COCOM controls on Soviet production and, (5) [REDACTED]. The Branch also prepared papers on "The Scope and Size of North Korean Industry" and "Military and Industrial Activities in South China and Sinkiang."

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Several of the Branches have supplied assistance to Mr. Redding of the State Department on NIS.

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c. Progress Developments of Problems in Production.

The Division submitted the following projects to DR during November: 30-51, Soviet Machine Tool Industry; 32-51, Locomotive and Rolling Stock Production in the USSR and in the Satellite Countries; 29-51, Metal Tool Cutting Industry of the USSR; 48-51, The Electric Wire and Cable Industry in the Soviet Bloc; 20-52, The Soviet Bloc Production of Steam and Hydraulic Turbines; 31-51, The Tank and Assault Gun Industry of the USSR

The Industrial Projects Branch has completed about 70% of the D/I contribution to the ORR China study (Project .3). It is expected that the contribution will be completed by 15 December as scheduled. [] has also continued his work in the coordination of the overall ORR contribution.

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2. Coordination and Appraisal

The EIC Electronics and Telecommunications Subcommittee has held a second meeting under the chairmanship of [] of I/EE. The survey of gaps in intelligence continues. A listing of completed research projects in the field is also being made.

[] attended a meeting of the military electronics working group, a unit of the Joint Technical Intelligence Subcommittee of the JCS-JIC.

The Bureau of Ships supplied valuable data on the input requirements and characteristics of batteries produced for the USSR under Lend Lease.

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[] visited the Aircraft Branch and the Chief, D/I to discuss the possible contribution of external research to the mission of the Aircraft Branch. A project proposal is being submitted through channels. [] and the OAD have been kept advised; the former participated in one of the meetings.

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[redacted] during a visit to the Munitions Board, discovered a vast quantity of material on munitions production and munitions plants submitted by U.S. manufacturers to the WPB during World War II. OCD has been advised.

3. Adequacy of Services and Facilities

Two Branch projects in I/SH are behind schedule because of the excessive time required by the library for producing runs. ✓

Analysts in I/CG continue to experience delay in obtaining bibliographical material from the Library of Congress. [redacted] of the CIA Library has advised that the only way to avoid delay is to work through the Air Force (which apparently has priority). Mr. [redacted] is attempting to arrange for Air Force cooperation.

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant Director, Research and Reports
FROM : Chief, Reports Division
SUBJECT: Monthly Report

DATE: 5 December 1952

1. Project Initiation and Control Branch.

a. The members of this branch have continued with work on most of the projects discussed in previous reports.

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b. A review of the release of papers [] has been completed, and a draft statement of procedure has been prepared for submission at an early date.

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c. Thus far, Project Proposal Memoranda have been received from only one division (D/S) for the first quarter of 1953. Project Initiation Memoranda for these projects will be issued shortly. ✓

d. A procedure for handling D/E working papers has been tentatively agreed upon and, when completed, will be submitted for approval.

e. All the materials are on hand for the Production Control Board, and the carpenters have prepared the wall for it. A test set-up has been prepared. It is proposed to begin the use of this board with the 1953 program, since the great bulk of the current series has now been submitted for review.

f. The inventory of ORE files, which are held by D/R, has continued as time has permitted. Informal indication has been given that the Historian may request that these files be transferred to his office rather than to the Archives. Formal approval, in any case, will be sought for the release of these materials before action is taken.

g. The most recent list of accessions to the Vital Documents file has been received and is being reviewed in this branch.

h. The Status Report for 1 December, currently being completed, will be the last issued in this format. An attempt is being made to close out all of the items carried in that report which will not result in publications or which have already been transferred to the 1953 series.

i. Very few prospects have been found for the positions

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available in this branch, and those thus far referred to us do not meet the requirements of the positions.

2. Review and Publications Branch.

a. There are 35 projects currently in various stages of review and typing, 4 projects in the divisions for revision, and 4 in Reproduction. There remain only a very few papers in the 1951-52 series to be submitted by the divisions.

b. November was unfortunately not as productive a month as October. At the end of the month, however, there were four projects in Reproduction which will appear in production figures for December. The reasons for the lower production were various, but included among them were two holidays, national elections, and a classification survey. Although December will show a considerable improvement statistically, it is also a holiday month, and we have just been advised that Management will undertake a survey in D/R beginning next Monday.

c. At the present time, initial reviews have been completed on substantially all the projects thus far received.

d. The editing of manuscripts is proceeding as rapidly as possible, with the entire staff putting in a considerable amount of overtime each week. There are certain problems involved in this process which are discussed in more detail below.

e. In spite of the fact that D/R presumably has had a high priority for some time, the typing potential has remained relatively static for about 6 months. There is one clerical vacancy in this branch which has not yet been filled. There is one uncleared clerical who has continued in this status for more than 2 months. The branch must turn increasingly to the divisions for typing assistance for working papers and other reports. This is, at best, a makeshift solution to the problem. In addition, the Division Chief has been without a secretary for 5 months. We are at present negotiating to have an editor transferred to us from within the Agency. Whether this will materialize or not, we are not yet certain. Counting this person, we have three editors on order, including one who has been on provisional clearance for 60 days and thus not available to us. We are still reviewing applications, literally by the dozens, to find likely candidates for the remaining two editorial slots and the one editorial assistant slot still vacant. This has been a most unprofitable and time-consuming experience. By and large, the calibre of the candidates referred to us falls far below the requirements of the positions.

f. On the problem of documentation mentioned in last month's report, we have sought permission from the Acting AD/RR to reproduce Office Regulation [] in order to make it available more generally to analysts throughout the office.

g. There is unfortunately not revealed anywhere in the statistics the tremendous amount of time that this branch devotes to other matters besides the publication of the 1951-52 series. In addition to special projects like [redacted] and various uninitiated papers, there are frequent calls for special services which consume a considerable amount of time. Consultation on general editorial problems with analysts, branch chiefs, representatives of OCh/G and the staff also consume much time which in a small shop like this holds up production. The classification survey alone probably consumed the equivalent of one man-week.

3. General.

a. It was unfortunate that the branch visits of the AD/RR had to be postponed because of his present temporary assignment. We have felt for some time that a meeting with the Review and Publications Branch and a thorough discussion of the policies of the present administration regarding the character and quality of reports would be very desirable and instructive. At such a meeting, D/R, on its part, could demonstrate and copiously illustrate the kind of review and refinement each manuscript is subjected to before issuance. ✓

Up to the present time, D/R has operated with a minimum of guidance or direction, and in accordance with terms of reference which have been more a series of ad hoc decisions than a firm statement of continuing policy. This was undoubtedly a natural development in a new program where policy could not be fully anticipated and where the best guide was experience. It has also resulted from a fact which D/R has pointed out in one way or another on a number of occasions: namely, that the over-all coordination and direction of research activities in ORR are very inadequately covered. It is hoped that when fully staffed, the newly established Office of Chief for Research will remedy this situation. In the meantime, the only significant and detailed review, both substantively and editorially, of most of the papers produced in ORR is being handled by a small over-worked staff in D/R with no significant outside guidance or assistance. There is frequent evidence that divisional review of papers is, to say the least, perfunctory.

In its effort to bring the current research program to conclusion, D/R is faced with a dilemma: namely, attempting to reconcile the very legitimate objective of greatly accelerated production with a need for painstaking review and accurate editing of manuscripts which to date, with very few exceptions, have been of generally low quality and have contained numerous errors of substance and detail. If we are to lower our sights, as directed, in order to accelerate production at a time when manuscripts are submitted with evidence of increasing haste and decreasing care in order to make deadlines, there is a very real danger that serious errors will find their way into print.

In order to try to complete in a few months the accumulated research of almost 2 years, it was obviously impossible to proceed with the same deliberation and care as before. To meet this situation, the Working Paper was selected as the medium which, by eliminating a large part of the editorial process and simplifying the format and reproduction, could expeditiously bring the less significant papers in the research program into print. By means of a detailed caveat, the office was to be protected from possible errors resulting from this informal issuance. Instead of holding up production, it was believed this would accelerate production and achieve the stated objectives of the office for more volume. It was patently impossible to break the backlog in any other way.

An early meeting of the AD/RR with this branch would be of special value in reviewing the criteria to be applied in determining the categories of publications and the standards to be required in each.

b. It is not proposed to comment further at this time on the 1953 Program except to emphasize that early consideration must be given to the problem of review and issuance of this mass of material and the problem of maintaining reasonable standards of quality.

c. We have been advised through OCh/R that favorable action has been taken on D/R's proposal for a post-audit of ORR's intelligence production. D/R will be glad to participate in this and proposes that there be included in the audit a spot-check of manuscripts as well as final issuances.

d. D/R has addressed itself to the mundane but necessary matter of categories and numbering of projects. A draft statement has been prepared and is being reviewed in the division.

e. The Chief, D/R, has endeavored to summarize the situation on the use of and has submitted an informal statement on the subject for approval.

f. A draft Office Notice on Working Papers has also been submitted for comment and approval.

g. It has been necessary to require even more overtime than heretofore in order to deal with the mounting backlog. As has been pointed out before, the continued backlog and only a distant prospect of becoming current, coupled with some of the problems noted in par. 3 (a) above, have resulted in some lowering of morale.

4. Administrative Problems.

a. The lack of messenger service in this area is a continuing problem. The use of already scarce clericals for this purpose is an

unprofitable use of manpower.

b. We are handicapped by the intolerable delays in sending materials back and forth to the Reproduction Division [redacted] A day each way is usually consumed. This may add as much as a week to a single production. Here again we not infrequently use our own staff as messengers in order to expedite publication.

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c. There is one small complaint that I have wished to raise for some time. There has rapidly grown up in ORR a practice that was once frowned upon: namely, having secretaries place calls and then failing to be on the line when the party has been contacted. This has reached the point where soon we may expect the clerical staff to place calls for each other.

This was once considered, and very appropriately, the prerogative of senior executives, such as assistant directors, deputies, and above. It has now become almost general procedure and is increasing daily. It seems to me that this discourteous practice ought to be promptly corrected if only in the interests of economy of time.

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